

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET							
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER									
RECOMMENDED													
4. TITLE						5. PAY PLAN		6. SERIES		7. GRADE			
8. WORKING TITLE						9. INCUMBENT (Optional)							
OFFICIAL													
10. TITLE Economist													
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A		17. CLASSIFIER					
GS	110		11	MONTH/DAY/YEAR 4/22/2002		YES NO		MS					
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)													
1st						5th							
2nd						6th							
3rd						7th							
4th						8th							
SUPERVISOR'S CERTIFICATION													
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.													
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature				23. Date			
21. Supervisor's Name and Title						24. Second Level Supervisor's Name and Title							
FACTOR EVALUATION SYSTEM													
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS			
1. Knowledge Required						6. Personal Contacts							
2. Supervisory Controls						7. Purpose of Contacts							
3. Guidelines						8. Physical Demands							
4. Complexity						9. Work Environment							
5. Scope and Effect						27. TOTAL POINTS				27.			
Grade based on PCS for Economist Series, GS-0110 (TS- 54 dtd 12/64, TS-45 dtd 4/63).										28. GRADE		28.	
CLASSIFICATION CERTIFICATION													
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.													
29. Signature /S/ MARILYN STETKA								30. Date 4/22/2002					
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)													
32. Remarks FLSA: E Standard Job #110-11								33. OPM Certification Number					

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 11	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 110	3. OCC FUNC.	4. OFF. TITLE CD 0003	5. OFF. TITLE (38) ECONMST		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 02
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 11								
6. WK. TITLE CD. (4)		7. WK TITLE (38)										
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE											
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 04 22 02					
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. BUD(1) Y=Perm N=Other						
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <table border="0"> <tr> <td>Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.</td> <td>Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.</td> <td>Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.</td> <td>5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade</td> <td>9=Other</td> </tr> </table>								Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.	Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.	Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade	9=Other
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23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)						
30. CLASSIFIER'S SIGNATURE				31. DATE								
32. REMARKS Standard Job #110-11												

A. Major Duties

Incumbent individually plans and conducts relatively complex and difficult economic analysis and assists other economists by conducting segments of larger, more complex studies undertaken by the agency.

Plans and conducts economic research and/or analyses relating to economic issues important to agency programs.

Selects methods, techniques, and procedures including statistical data collection and processing, and organizes them into work plans for producing satisfactory information on the factors affecting the study.

Collects and evaluates a large quantity of data and determines significance of findings.

Prepares written reports or findings, analyses, and conclusions of economic studies.

Serves as a team member on research projects.

Performs other duties relative to the assignment.

B. Evaluation Factors

1. Knowledge Required by the Position

Professional knowledge of economic concepts, principles, theories, practices and skills sufficient to modify standard practices of research or analysis and to adapt economic principles or statistical techniques to analyze and evaluate a variety of involved questions or problems.

Thorough knowledge of economic theories, econometric techniques and statistical techniques to conduct research or analysis projects.

Knowledge of computer capabilities combined with skills to effectively utilize the computer where applicable.

Ability to apply the concepts and principles of other social science disciplines as they relate to economics and socio-economic conditions.

2. Supervisory Controls

Assignments are made by the supervisor or higher-grade economist who determines the overall objectives and resources available. The supervisor or higher-grade economist, in consultation with the incumbent, develops deadlines, priorities, and scope. The incumbent independently plans and carries out the assignment, coordinating the work with other economists, where appropriate. Incumbent keeps the supervisor or higher-grade economist informed on progress, controversial issues, or far-reaching implications. Work is reviewed for responsiveness and conformance with agency policy.

3. Guidelines

Guidelines exist in the form of Department and Agency policies, and professional journals and publications. The incumbent is thoroughly familiar with the guidelines, but he/she must interpret and apply guidelines in precedent and non-routine situations.

4. Complexity

Assignments require the incumbent to conduct research and analyses of a difficult nature concerning various economic issues. The complexity of assignments is evidenced by the following technical requirements of the position: (1) proficiency and precision in the use of a variety of unrelated analytical techniques and methods, often considerably difficult and involving the correlation of numerous factors; (2) the perception necessary to recognize, understand, and explain significant, and possibly subtle, variations from expected findings; (3) initiative and knowledge sufficient to select, modify or develop procedures to meet unexpected or altered conditions; and (4) the imagination, when necessary, to suggest new investigations based on observations in related areas.

5. Scope and Effect

The purpose of the work is to plan and conduct relatively complex and difficult economic analysis or research involving agency projects, and to provide analytical reports on various economic issues. The work serves to define economic issues and to identify alternative approaches.

6. Personal Contacts

Personal contacts are with economists or other specialists in the agency, professionals in other agencies, professionals in universities, and members of

private industry, international organizations, foreign embassies and agricultural and trade organizations.

7. Purpose of Contacts

The purpose of contacts is to plan, coordinate or advise on work assignments, and to provide factual and analytical information on economic issues.

8. Physical Demands

The work is sedentary.

9. Work Environment

The work is performed in an office setting.

C. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____